

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

SIGN LANGUAGE INTERPRETER

DEFINITION

Under general supervision, provides statewide interpreting services by changing the spoken word into sign language for hearing-impaired persons and by changing sign language into spoken word for the non-hearing impaired persons; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Interprets and translates the spoken word and responses in order to provide resource services in legal, medical, crisis, social service, vocational, educational, public, personal and social settings by using sign language.

Advises any person with normal hearing involved in interpreting settings in order to acquaint them with implications of deafness, sign language, and interpreting through discussion before and after interpreting sessions.

Consults with key person involved with each interpreting assignment in order to determine specific requirements (i.e., lighting, audience characteristics and positioning for visibility) of each job through discussion over the phone and personal visits to the interpreting site.

Acts as liaison between outside contacts and Deaf Services in order to provide support and service as and where necessary in regard to deaf persons by establishing and maintaining verbal or written communications.

Records all interpreting jobs handled in order to determine greatest needs, future work assignments and for statistical and referral information by completing and reviewing appropriate forms.

Organizes and plans itinerary, materials and all work assigned in order to establish a schedule by prioritizing the numerous and varied requests.

COMPETENCIES REQUIRED

Knowledge of sign language interpreting.

Knowledge of what constitutes the needs and problems of hearing impaired persons.

Knowledge of the attitudinal barriers that affect the adjustment of hearing impaired persons into society.

Knowledge of the basic functions of local government, public service, business, and civic group systems.

Ability to interpret and translate in a variety of situations.

Ability to interact with hearing impaired and non-hearing impaired persons to establish and maintain a professional working relationship with them.

Ability to effectively organize and plan time schedules.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Training or experience in interpreting and translating sign language and the spoken word.

NECESSARY SPECIAL REQUIREMENTS

Must be willing to travel extensively.

NOTE:

Applicants should indicate on application if they possess current Comprehensive Skills Certificate from the National Registry of Interpreters for the Deaf or possession of Masters Comprehensive Skills Certificate.

Effective Date: 11/10/78 JMM